



COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING DIVISION

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17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7241 Fax (408) 779-7236

## INSTRUCTIONS FOR FAXING OR MAILING A PERMIT APPLICATION

The following information is a list of Building Division filing requirements for issuing a building permit using fax or mail.

The following items are required to be completed by the applicant on the permit application.

1. Building address
2. Property owner's name, mailing address and phone number
3. Contractor name, mailing address and phone number
4. City of Morgan Hill Business License and expiration date
5. Contractor's State License Number, license class, expiration date and **signature** (*Copy of state license card required*)
6. Workers' compensation policy number, expiration date and **signature** (*Copy of certificate of workers' compensation showing current policy number and expiration required*)
7. Valuation of work
8. Description of proposed work
9. **Signature and date**
10. Payment of permit
  - a. If paying by credit card, please provide the following information in writing (on a separate sheet of paper) **each** time you apply for a permit.
    - i. Credit card number (Visa or Master Card only)
    - ii. Expiration date
    - iii. 3 digit security pin number (Located on back of credit card)
    - iv. Authorized signature

**Signature Requirement.** The permit must be signed by the contractor/owner of the company. If the signature on the permit is that of an agent or employee of the company, a letter of authorization must be provided from the owner authorizing the agent to sign for the permit. **Permits will not be issued without the above information.**

If you have any additional questions, please contact our office at (408) 779-7241.

City of Morgan Hill  
Building Division